

## APPENDIX E --- Guidelines for Disposal of U.S. Government Depository Publications

A selective depository library desiring to dispose of depository material must obtain permission from the regional library. If permission is not granted, the selective must keep the material, but may apply at a later date for approval to dispose of the items.

**Lists that do not conform to these guidelines will not be processed.**

### Procedure to be followed in disposal

1. Review the collection:
  - a. Depository libraries are permitted to substitute electronic versions of tangible items so long as the electronic version is complete, official, and permanently accessible. Depository libraries should consult the official substitution list ([http://www.access.gpo.gov/su\\_docs/fdlp/coll-dev/substitutions.html](http://www.access.gpo.gov/su_docs/fdlp/coll-dev/substitutions.html)) for a complete listing of titles eligible for substitution. Libraries wishing to substitute official electronic versions must list the tangible items in accordance with these guidelines.
  - b. Tangible material for disposal must have been received in the depository library five or more years prior to the date of the disposal request.
  - c. Libraries are not required to list microfiche, but are encouraged to offer significant runs of hearings or serial titles via appropriate electronic discussion lists and the National Needs and Offers site at <http://www.und.edu/fdlp/>.
  - d. Libraries are not required to list superseded materials, but are encouraged to offer significant materials. Significant materials include those listed in the Superseded List ([http://www.access.gpo.gov/su\\_docs/fdlp/pubs/suplist/index.html](http://www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html)) marked for regional retention, or those with a Great Lakes focus. Superseded materials that are being offered shall be integrated into the appropriate scheduled monthly list.
  - e. Depository holdings replaced by the purchase or gift of the same or other format, e.g., microform, acid-free paper, Internet access or CD-ROM, cannot be sold, bartered or exchanged and must be offered to the regional library if the purchasing library wishes to dispose of the unwanted original copy. Under these circumstances, the disposing library does not need to adhere to the five-year retention period but may offer the depository holdings at the time of replacement, as outlined in the Instructions to Depository Libraries.
2. Compile a list arranged by Superintendent of Documents classification number.
  - a. Each page of the list should indicate the following: Library name Depository library number List date in the form Month/Year, for example Sept. 2000 Page (#) of (Total) Pages, for example Page 1 of 15, Page 2 of 15, etc. For each entry, the following information is to be supplied:
  - b. Superintendent of Documents classification number;
  - c. For non-serial publications, complete title and date of publication. In addition, date received must be indicated in brackets. If either date is unknown, indicate with nd next to the title. For example, 1983 [1984], or nd [1984], or 1983 [nd], or nd [nd].
  - d. For serial publications: Series title and holdings for disposal - numbers, volume, years, whatever is appropriate to identify the publications exactly, indicating missing issues; House and Senate hearings, although now issued as S. hrg. number or H. hrg. number, should be listed title by title;
  - e. Specify bound volumes - /bd;
  - f. Format other than paper - microfilm -/mfm, diskette -/floppy, video -/video, CD-ROM -/cd, Braille -/Braille, digital video disc - /dvd, map -/map, poster -/poster, other -/other;
  - g. Specify non-depository if less than five years from date of publication -/non-dep;
  - h. Specify replaced by the same or other format if less than five years from date of publication -/r;
  - i. Specify superseded material - /s;

- j. Lists should be no more than 15 typed pages (8-1/2" x 11"). (Please do not reduce. Font size must be 10 point type or larger.) The disposing library should retain a copy of the list;
  - k. Libraries whose annual disposal lists are 15 pages or less may submit those lists as a single unit once a year. Such lists should be identified as an Annual Disposal List with the month and the year listed. All other requirements of section 2 apply.
  - l. Libraries requesting exceptions to these guidelines must prepare and submit a Request for Exemption from Disposal Guidelines (see Appendix F).
3. To facilitate processing time for the regional library and to encourage selective depository libraries to establish a routine schedule for weeding collections, discard lists will be sent in the following calendar/ Superintendent of Documents number order:

Depository Disposal Schedule

January

A

February

D

March

C

April

E, F, G

May

H

June

L, M, N

July

Y, Z

August

I, J

October

O, P, R, S

December

T, V, W, X

September and November have been omitted. They will be considered "bye" months and no lists should be submitted. Lists must be sent to the regional library in time for receipt by the end of the scheduled month. The lists will then be processed and a response sent by the end of the second month, e.g., the regional library receives H no later than May 31. Response by the regional will be returned to the selective no later than July 31.

4. The preferred method of delivery of disposal lists is by electronic mail attachment, in any of the following formats: Microsoft Word (.doc); Excel (.xls); Portable Document Format (.pdf); or Rich Text Format (.rtf). Lists sent via electronic mail must be sent **only** to the [govdoc@michigan.gov](mailto:govdoc@michigan.gov) address. The subject line of the message must indicate that the message is a disposal list for the appropriate month, from which depository library, and the appropriate header information must appear in the attached list as well as in the transmittal message.

Disposal lists may also be transmitted by fax. All telefax lists must include a cover sheet addressed to Documents Disposal Lists. The telefax number for the Library of Michigan is 517-373-9438.

In the rare event that a library is unable to submit a disposal list via electronic mail or fax, the list may be sent to the following address. Allow at least 10 days for traditional delivery by the end of the month, or consider working one month ahead of the disposal schedule to facilitate delivery.

Documents Disposal Lists  
Government Documents  
Library of Michigan  
P.O. Box 30007  
Lansing, MI 48909-7507

Libraries should track the arrival and status of disposal lists via the Department of History, Arts & Libraries web site at [http://www.michigan.gov/hal/0,1607,7-160-17449\\_18637\\_18650---,00.html](http://www.michigan.gov/hal/0,1607,7-160-17449_18637_18650---,00.html)

All documents must be held until the regional library has responded to the disposing selective depository.

5. The regional library receives publications at no charge. Other libraries receiving items from the list will be responsible for transportation charges, unless other arrangements are made. The disposing library will indicate the method of reimbursement, i.e., postage stamps, petty cash, invoice, at the time of response to the request.
6. After response from the regional library, it is strongly encouraged that selective depository libraries utilize available electronic mail or online lists to advertise the availability of discarded titles. The national Needs and Offers list is a recommended venue for such postings and can be accessed via the FDLP Desktop at [http://www.access.gpo.gov/su\\_docs/fdlp/tools/needs\\_of/index.html](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html). This method should be used particularly when disposing of major sets or long runs.
7. After all reasonable efforts have been made to transfer the publications to other libraries, the depository library is authorized to dispose of the remaining items by means of any of the following:
  - a. Offer to other educational institutions;
  - b. Offer to private citizens;
  - c. Donate as paper to recyclers or paper drives;
  - d. Sell, either as secondhand book or waste paper. All depository publications remain the property of the U.S. Government. Therefore, the proceeds from the sale of any items, accompanied by a letter of explanation, should be sent to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402;
  - e. Destroy.

It should be noted that no library is required to discard any depository library materials.

**Last revised by MCFDL May, 2004**